



**Municipality of the County of Richmond**

2357 Highway 206, P.O. Box 120

Arichat, Nova Scotia B0E 1A0

Telephone: (902) 226-2400

## **REQUEST FOR QUOTE (RFQ)**

### **RFQ # MOCR20150422 - Public Works Vehicle**

**Important Notes for Bidding:**

- The complete tender document is comprised of this RFQ specifications document (11 pages). Please contact the procuring entity if any pages are missing.

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## 1.0 Introduction

### 1.1 RFQ Objectives

This Request for Quotes (RFQ) MOCR20150422 is an invitation to prospective Proponents to submit quotes for the supply of a new public works vehicle, as further described in Appendix A – Specifications. This RFQ is issued by the Municipality of the County of Richmond (the “Municipality”).

### 1.2 RFQ Schedule

Below is the approximate schedule that is expected to be followed for this RFQ. However, this may be subject to change and is therefore presented primarily for guidance:

- RFQ Issue Date: April 22, 2015
- Deadline for Proponents to Submit RFQ Questions: May 8, 2015
- RFQ Responses are due: May 15, 2015 at 2 pm AST
- RFQ Award: May 19, 2015

### 1.3 RFQ Contacts

Questions about this RFQ should be directed to the individuals listed below, or their designate(s). Information that is obtained from any other source is not official and may be inaccurate.

Procuring Entity Contact
<b>Chris Boudreau</b> Director of Public Works
<b>Municipality of the County of Richmond</b> 2357 Highway 206 P.O. Box 120 Arichat, Nova Scotia, B0E 1A0
<b>Email: caboudreau@richmondcounty.ca</b> Phone: (902) 226-3988 Fax: (902) 226-0060

#### 1.3.1 Asking Questions

**The proponent is responsible for obtaining any needed clarification of the RFQ requirements, while the RFQ is open.** Questions should be directed **in writing** to the RFQ Contacts identified. **Email is the preferred method of contact.** Only written responses from the RFQ contacts will be considered an official response.

Responses to questions that are deemed by the procuring entity, in its sole discretion to be material to all prospective proponents **will** be made available as an addendum while the RFQ is open, for download from the tender's web site at: <http://www.gov.ns.ca/tenders>.

## 2.0 Submission Requirements

The following documents must be completed, enclosed in a sealed envelope and delivered into possession of the Municipality at the address provided in Section 1.3 prior to the time and date for closing of tenders.

- Appendix A – Specifications
- Appendix B – Form of Tender

Tender submissions shall include the following additional information to assist in the evaluation of equipment offered:

- A complete description and specifications for all the features of the equipment being tendered including optional items.
- Warranty provisions of the equipment.
- Any other information that would be helpful in the evaluation process.

Tenders received after Closing will be rejected and returned unopened.

The following additional documents apply to this procurement and must be reviewed carefully by all proponents:

- Applicable Trade Agreements
- Atlantic Standard Terms and Conditions
- Supplemental Terms and Conditions for this RFQ outlined in section 3

## 3.0 Administrative and Legal Requirements

### 3.1 Business Registration

Proponents are required to be registered to carry on business in accordance with applicable laws.

The status of a proponent's business registration does not preclude the **submission** of a proposal in response to this RFQ. A proposal can be accepted for evaluation, regardless of (i) whether the company is registered, or (ii) whether its business registration is in good standing. However, a contract cannot be awarded unless the successful proponent is registered and in good standing, in accordance with applicable laws. .

For information on the business registration requirements of the Nova Scotia Registry of Joint Stock Companies, please consult, <http://www.gov.ns.ca/snsmr/access/business/registry-joint-stock-companies>.

If the proponent's business is not required to register in Nova Scotia, the proponent will be required to submit registration from your applicable Provincial jurisdiction.

### 3.2 Other Important Provisions

#### 3.2.1 Addenda and Addenda Acknowledgement

Proponents are responsible to ensure that they are aware of and have complied with any addenda issued in respect of this RFQ, by visiting the Provincial Procurement Services Web portal site at <http://www.gov.ns.ca/tenders>.

Responding to this RFQ **may** require the acknowledgement of a specific addendum or multiple addenda as part of the submission. Acknowledgement requirements, whether optional or mandatory, will be specified in the applicable addendum. The proponent must monitor the Procurement Services website for any addenda that may be issued during the open period of the RFQ.

### **3.2.2 Constraints**

The '*Personal Information International Disclosure Protection Act*' of Nova Scotia (PIIDPA, creates obligations for the Government of Nova Scotia and its service providers when personal information is collected or use and disclosure of personal information. Provisions related to PIIDPA requirements are included in the contract terms. A copy of the Act is available online at:

<http://nslegislature.ca/legc/statutes/persinfo.htm>

The parties acknowledge and agree that all materials and information provided to the procuring entity shall be kept confidential, subject to the provisions of the Nova Scotia Freedom of Information and Protection of Privacy Act (FOI/PPA; S.N.S. 1993, c. 5) and the laws of Nova Scotia and Canada generally. Information about the Act is available online at:

<http://nslegislature.ca/legc/statutes/persinfo.htm>

### **3.2.3 Conflict of Interest**

The procuring entity reserves the right to disqualify any proponent that in the procuring entity's sole opinion has an actual or potential conflict of interest or an unfair advantage in respect of this RFQ, whether existing now or is likely to arise in the future, or may permit any such proponent to continue and impose such terms and conditions on that proponent, as the procuring entity in its sole discretion may require.

Proponents are required to disclose, to the [RFQ Contacts](#), any potential or perceived conflict of interest issues immediately upon becoming aware of any such conflict.

Information about the Nova Scotia *Conflict of Interest Act* (S.N.S. 2010, c. 35) can be found at:

### **3.2.4 Waiver of Minor Defects**

If any Proposal is obscure or contains a defect or fails in some way to comply with any requirements of the instructions to Proponents which, in the opinion of the Municipality, may be clarified or amended without being unfair to other Proponents, the Municipality may waive the obscurity, defect or non-compliance and accept the Proposal as submitted or request clarification or rectification before further considering the Proposal. The determination of fairness; whether or not to disqualify any Proposal; waive any obscurity, defect, or failure to comply; whether or not to require rectification, and the adequacy and acceptability of any clarification or rectification submitted by a Proponent shall be made at the sole discretion of the Municipality. The Municipality shall not be bound by industry custom or practice in the exercise of its discretion.

### **3.2.5 Revision of Tender Submissions**

Revisions to Tender Submissions are to be submitted by signed letter only and delivered directly to the Municipality at the address at 1.3 above or transmitted by fax machine to the fax number also provided. Only the Tenderer's entries on the delivered Tender Submission may be revised. The revision must state only the amount by which a figure is to be increased or decreased, or specific directions as to the exclusion or inclusion of particular words. Revisions will be accepted

only if received prior to the Closing. It is the Tenderer's responsibility to ensure that any revision has been received prior to closing.

### **3.2.6 Right to Reject; Financial Stability; Non-Compliance**

- 3.2.6.1 Failure to comply with any of the mandatory terms or conditions contained or referenced in the Solicitation documents shall result in the rejection of the Bid.
- 3.2.6.2 All of the terms, conditions and/or specifications stated or referenced in the Solicitation are assumed to be accepted by the Bidder and incorporated in the Bid.
- 3.2.6.3 Bidders may be required to demonstrate financial stability, authorization to provide the goods/services being acquired, and/or regulatory agency approval, licensing or registration as needed, or otherwise clarify Bidder's capability to satisfy the Solicitation requirements. The Procuring Entity reserves the right to reject Bids from any Bidder that it believes is incapable of providing the necessary labour, materials, equipment, financing or management resources to perform the work or supply the goods in a satisfactory and timely manner.
- 3.2.6.4 The Procuring Entity reserves the right to waive minor non-compliance where such non-compliance is not of a material nature in its sole and absolute discretion, or to accept or reject in whole or in part any or all Bids, with or without giving notice. Such minor non-compliance will be deemed substantial compliance and capable of acceptance. The Procuring Entity will be the sole judge of whether a Bid is accepted or rejected.
- 3.2.6.5 The Procuring Entity reserves the right to split an award amongst Bidders as deemed in the best interests of the Procuring Entity.

### **3.2.7 Informal or Unbalanced Tender**

Tender submissions which, in the opinion of the Municipality, are informal or unbalanced may be rejected.

### **3.2.8 Buy Local Preference**

The Municipality applies a buy local preference when evaluating which goods or services offer best value to the Municipality (for procurements below \$10,000 in value). Details of the Municipality's buy local provisions may be found in the Municipality's Purchasing and Tendering Policy at [www.richmondcounty.ca](http://www.richmondcounty.ca) under Council / Policies or through the procuring entity contact listed in these documents.

## **3.3 Proposal Format**

To help ensure consistency in proponent responses and facilitate the evaluation process, the proposal should be prepared and packaged, as outlined in the sections that follow. Please print double-sided whenever possible and limit promotional and/or marketing materials to the information specifically requested in this RFQ.

### **3.3.1 RFQ Proposal Package**

A complete proposal package is comprised of the elements below, presented in the order listed:

- ☐ **One (1) x Letters of Introduction** – This should identify the proponent and be signed by a signing officer for the proponent in order to bind the proponent to the statements made in the proposal.
- ☐ **One (1) x Specifications (Appendix A)** – this Form should be **completed and included** in your proposal.
- ☐ **One (1) x Forms of Tender (Appendix B)** – this Form should be **completed, signed and included** in your proposal. The business name provided on this Form should be the same name as that reflected on your company's business registration profile.
- ☐ **One (1) x Business Registration Profiles**
- ☐ **One (1) x Literature / Specifications on proposed equipment**
- ☐ **One (1) Original Proposal Package** – The title page should be marked with the text '**ORIGINAL**' at the top. The Original should be left **unbound**. The Original and Copies should be identical (excluding any obvious differences in labelling, as noted). If discrepancies between these items are discovered during the evaluation or during the life of any contract that emerges from this RFQ, **the Original retained by the Procuring Entity shall be taken as the correct version** and the proponent will be advised accordingly
- ☐ **Quantity (1) Copies of Proposal Package** – Proposals without the correct number of copies may be rejected. The title pages for the Copies should be prepared in the same way as the title page for the Original, except these should be marked with the text '**COPY**' at the top. One of the Copies should be left unbound. **In the interest of sustainability, please refrain from using binders, binding, plastic covers, etc when submitting the proposal.**

### 3.3.2 External Packaging

Ensure the external packaging reflects the information listed below:

- ☐ Proponent's name
- ☐ RFQ # MOCR20150422 – Public Works Vehicle

## 4.0 Proposal Evaluation

### 4.1 General Information

The Evaluation Team will consist of representatives of the procuring entity, and may include other representatives as deemed appropriate by the procuring entity. It is understood and accepted by the proponent that all decisions about the degree to which a proposal meets the requirements of this RFQ are in the sole determination of this Evaluation Team.

To assist in the evaluation of proposals, the Evaluation Team may, but is not required to:

- Conduct reference checks relevant to the proposal with any or all of the references cited in a proposal to verify information regarding a proponent and rely on and consider any relevant information from such cited references in the evaluation of a proposal.

Conduct any background investigations that it considers necessary and consider any relevant information resulting there from.

- Seek clarification from a proponent with respect to their proposal. Such clarification **will not** offer the proponent the opportunity to change or provide new information. To the extent possible, requests made by the Evaluation Team will be sent from the email addresses of the RFQ Contacts.

A proposal will be examined in accordance with the evaluation process and criteria outlined in the sections below.

### 4.2 Evaluation Process

The proposal will be evaluated using the following process:

- Stage 1: Proposal will be reviewed to determine compliance with all mandatory criteria identified in section 4.3
- Stage 2: Proposals that meet all mandatory criteria will be evaluated and scored using the evaluation criteria and assigned weights set out in the table in section 4.4.

### 4.3 Stage 1 – Mandatory Criteria

A proposal must meet **all** of the following mandatory criteria and clearly demonstrate that these are met. If a proposal fails to meet **any one** of these criteria, it will be deemed non-compliant and will be rejected.

1. Appendix A and B must be completed and included in the proposals.

### 4.4 Stage 2 – Evaluation Criteria

The lowest priced, compliant, quotation received will be awarded the tender.

## Appendix A: Specifications

### PUBLIC WORKS VEHICLE – MOCR20150422 One (1) New 2015 PUBLIC WORKS 3/4 Ton TRUCK

PUBLIC WORKS VEHICLE			
Item No.	Description	Yes	No
1	New model, year 2015		
2	Regular cab 3/4 ton model (Ford F-250, Dodge Ram 2500, Chevrolet or GMC 2500) or equivalent		
3	Dark blue in color (or closest available match)		
4	8 ft box		
5	4 X 4 - Four wheel drive		
6	Automatic transmission		
7	Driver and front passenger air bag restraints		
8	Towing package		
8.1	<i>Include all necessary wiring for seven and four plug light connector</i>		
8.2	<i>Electric brake controller permanently mounted in the cab of the truck</i>		
8.3	<i>2 - 5/16" ball and insert</i>		
9	Most fuel efficient model of V8 gasoline engine available		
10	Limited slip differential		
11	Air conditioning		
12	Skid plate package		
13	Complete with four (4) top quality all terrain tires		
14	OPTIONAL ITEM: Upon delivery provide four (4) top quality studded snow tires mounted on steel wheels		
15	Full size spare tire		
16	Driver and passenger side steps		
17	Reverse alarm		
18	Supply truck with splash guards on all tires		
19	Go-Light Hood Spot Light - Model 2049 (color - Black)		
19.1	<i>Mount spot light on passenger side of truck hood, and all associated cab mounted controls</i>		
20	OPTIONAL ITEM: Action Contour III Truck Cap (or approved equivalent)		
20.1	<i>Roof rack / ladder rack</i>		
20.2	<i>Tool bins</i>		
20.3	<i>Colour match to supplied vehicle</i>		
21	Tail gate step		
22	Drop in bed liner and tail gate liner		
23	Amber LED warning light: SWS Warning Systems Inc. model - 16211		
23.1	<i>Light to be permanently mounted to the center of the truck cab</i>		

23.2	<i>On / off switch mounted permanently in cab</i>		
<b>24</b>	<b>Supply vehicle with rust inhibitor treatment (Rust Check or equivalent)</b>		
<b>25</b>	<b>Roof clearance lights</b>		
<b>26</b>	<b>Power windows</b>		
<b>27</b>	<b>Snow plow prep package</b>		
<b>28</b>	<b>OPTIONAL ITEM: V-plow type snow plow assembly – stainless steel</b>		
28.1	<i>8'6" minimum length</i>		
28.2	<i>Quick attachment system</i>		
28.3	<i>Mount all necessary handheld plow controls permanently in cab of truck</i>		
28.4	<i>Top snow deflector attachments</i>		
28.5	<i>Blade guides kit</i>		
28.6	<i>Curb guard kit</i>		
<b>29</b>	<b>OPTIONAL ITEM: V-plow type snow plow assembly – regular steel</b>		
29.1	<i>8'6" minimum length</i>		
29.2	<i>Quick attachment system</i>		
29.3	<i>Mount all necessary handheld plow controls permanently in cab of truck</i>		
29.4	<i>Top snow deflector attachments</i>		
29.5	<i>Blade guides kit</i>		
29.6	<i>Curb guard kit</i>		

## **GENERAL REQUIREMENTS**

1. All articles shall be free from design deficiencies that may affect their operation or serviceability.
2. In all particulars not covered by this specification and/or RFQ documents production shall be in accordance with good commercial practice.
3. Materials not defined here shall be of the best commercial quality and suitable for the purpose intended.
4. The following specifications are prepared with the intention of providing a basis for securing competitive bids. Notwithstanding certain details of specifications, commodities or equipment of similar design and construction will receive consideration if, in the opinion of the using department, they are considered to be suitable for the intended application and generally conform to performance requirements. All bids on commodities or equipment not fully meeting the specifications shall be accompanied by a statement fully outlining any departures from the specifications and fully describing the commodities offered.
5. It is a condition of this RFQ that bidders submit description literature and specifications of the equipment quoted on and also be prepared, when requested, to arrange for a demonstration within five days of such a request at no cost to the Municipality.
6. Parts book and shop service manual to be supplied on delivery of equipment. Shop manual to cover in detail all servicing instructions and repair instructions (electronic service manual acceptable if hard copy is not available).
7. Safety inspection shall be completed before delivery and dated the month of delivery.

8. **It is the vendor's responsibility to license vehicles, i.e. complete forms and mail to the Municipality.** Vehicles are to be sworn as owned by the Municipality of the County of Richmond.
9. RFQ must include freight, duty, tire tax and charges, which are applicable at time tender is awarded. It is the responsibility of the bidder to find out from the appropriate authorities what taxes, rates and charges are applicable to this tender.
10. The bidder must be a manufacturer, a factory branch, or an agent engaged in the business of selling, dealing in and servicing the equipment bid upon and must maintain a full stock of parts and service. Parts must be available within two (2) days of receipt of order.
11. Any deviation from specifications must be shown. If no deviations are shown, it will be considered that equipment bid upon meets or exceeds specifications called for.
12. The Municipality, at its sole discretion, reserves the right to waive minor non-conformances to the tender specifications provided it does not compromise the intended use of the vehicle.
13. Warranty and service work must be available within 50 Kms of Louisdale, Nova Scotia, Postal Code B0E 1V0.
14. Please state the location of the warranty work: \_\_\_\_\_

## Appendix B: Form of Tender

### B.1 Declaration of Tenderer

The Tenderer declares the following:

C.1.1 This Tender is made without collusion or fraud.

C.1.2 He/She has carefully examined the proposed work and carefully examined the Tender Documents and taken all the forgoing into consideration in preparation of this Tender.

C.1.3 Addenda numbers \_\_\_\_ to \_\_\_\_, inclusive were carefully examined by the Tenderer.

### B.2 Agreement of Tenderer

The Tenderer agrees to the following:

C.2.1 The Tenderer agrees to enter into a Purchase Agreement to supply the equipment for the price stated in section C.3 of this Form of Tender and as described in Appendix B hereto attached, and in accordance with the RFQ.

C.2.2 This Tender is valid for acceptance for 60 days from the time of Closing.

C.2.3 Failure to enter into a Purchase Agreement and deliver the purchased Equipment within the time required will constitute grounds for forfeiture of the certified cheque or enforcement of the bid bond.

### B.3 Schedule of Prices

Price is to exclude HST and be F.O.B. Municipality of the County of Richmond.

To furnish and deliver one (1) PUBLIC WORKS TRUCK as per above specification.

The undersigned bidder has carefully examined the form of tender and the specifications to furnish and deliver the vehicle listed below and described in the above specifications and will accept in full payment, the following price:

<b>TRUCK</b>	
Manufacture's Make and Model	
Manufacture's Year	
<b>LIST PRICE FOR COMPLETE UNIT</b>	\$
<b>LESS FLEET DISCOUNT</b>	-\$
<b>NET PRICE FOR VEHICLE</b>	\$
<b>HST</b>	\$
<b>TOTAL DELIVERED PRICE (incl HST)</b>	\$
<b>WARRANTY (# of months of warranty coverage after unit delivered)</b>	
<b>ADDITIONAL OPTIONS: indicate price increase or decrease for optional items listed below</b>	
<b>4 studded snow tires mounted on steel wheels</b>	\$
Manufacturer / Model: snow tires	
<b>Truck Cap</b>	\$
Manufacturer / Model: truck cap	

<b>V-plow type snow plow assembly – stainless steel</b>	\$
Manufacturer / Model: V-type snow plow	
<b>V-plow type snow plow assembly – regular steel</b>	\$
Manufacturer / Model: V-type snow plow	

#### **B.4 Delivery Time**

The Tenderer agrees to deliver the equipment to the Richmond Solid Waste Management Facility at 634 Highway 206, West Arichat, within \_\_\_\_\_ weeks of written notification of award.

## B.5 Signatures

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2015

Name of Tenderer: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed by:

\_\_\_\_\_

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

Seal of Tenderer:

Place Company Seal here